

Agreement to Lease Printer

Directions - This form is for leasing a monochrome or color printer only.

Please complete this form entirely and return it to Procurement Services as noted below. If you have any questions, please contact Norma Glennie, University of Michigan Contract Administrator, at nglennie@umich.edu or at 734-647-6450. This completed form and the [Network Evaluation](#) form can be sent electronically to nglennie@umich.edu or faxed to Norma at 734-615-6235. If you have not received confirmation that we have received your order within 48 hours, please contact Norma Glennie.

Leasing Department - Authorization Information

Today's Date _____
Authorized Person _____ Email Address _____
Department _____ ShortCode _____
Phone w/area code _____ Fax number _____

Currently on MiWorkSpace? ☐ YES ☐ NO **Scheduled to migrate to MiWorkSpace?** ☐ YES ☐ NO

Five printers available:

- ☐ Konica Minolta Bizhub 40P – black and white printer (please complete "[Network Evaluation](#)" form also)
- ☐ Konica Minolta Bizhub C20 – color printer w/copy fax scan (please complete "[Network Evaluation](#)" form also)
- ☐ Konica Minolta Bizhub C25 – color printer w/copy fax scan (please complete "[Network Evaluation](#)" form also)
- ☐ Konica Minolta Bizhub C31P – color printer (please complete "[Network Evaluation](#)" form also)
- ☐ Konica Minolta Bizhub C35P – color printer (please complete "[Network Evaluation](#)" form also)

Medical campus customers note: It is recommended that you work with your local MCIT support to enable print/scan functions. Please notify us if these features are to be disabled on your equipment order.

Please see the contract [price list](#) to complete the following information before submitting the form. We understand that the model we ordered above has a minimum number of _____ b&w copies per month (see [price sheet](#)) and each color print will be charged at an additional .12 cents per page. The minimum charge on our ShortCode will be \$ _____ per month. If more than the minimum number of copies is made in a month there will be an additional charge. All maintenance and supplies (except paper) are included in this lease. If a "rush" delivery for supplies is placed, we understand that our ShortCode will be charged for the freight.

Time Commitment Agreement: To lease a new Konica printer, you are committing to the lease agreement for 4 years after the receipt of the new printer. Please sign that you understand you are leasing a printer for 4 years after the delivery date. Name: _____

If you have a leased Konica copier/printer to be picked up at the time this printer is delivered, provide the ID or serial number: _____?

Contact and Delivery Information

Contact Person _____ Email Address _____
Room Number & Building _____ Campus Zip _____
Street Address _____ City _____ Zip _____
Does this building have an elevator that is accessible to the floor the copier will be delivered? _____?
Phone w/area code _____ Fax _____

We would like the copier delivered on or by _____ **(Delivery is usually within 10 -15 business days on Wednesday and Friday only).**

Stipulations of this agreement: Monthly meter readings are required. Printers will be prepared and installed for fax, print and scanning by Konica Minolta personnel only. Printers will be moved by Konica Minolta personnel only.

Authorized Person _____ Date _____
Signature is required